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Work / Life

Three Keys to Personal Power

NAVIGATOR

There are three personality powers that top leaders use to increase their personal power and influence.

Your Emotions are Contagious

The first power you can develop is enthusiasm. The more excited you are about accomplishing something that is important to you, the more excited others will be about helping you do it. Emotions are contagious. The more passion you have for your life and your activities, the more charisma you will possess, and the more cooperation you will gain from others. Every great man or woman has been totally committed to a noble cause and, as a result, has attracted the support and encouragement of others (in many cases, thousands or millions of others).

The Key to Charisma

The second personality power that you can develop is expertise or competence. The more knowledgeable you are perceived to be in your field, the more charisma you will have among those who respect and admire that knowledge because of the impact it can have on their lives. This is also the power of excellence, of being recognized by others as an outstanding performer in your field. Men and women who do their jobs extremely well and who are recognized for the quality of their work are those who naturally attract the help and support of others. They have charisma.

Prepare Thoroughly for Every Event

The third power of personality that gives you charisma in the eyes of others is thorough, detailed preparation prior to undertaking any significant task. Whether you are calling on a prospect, meeting with your boss, giving a public talk, or making any other kind of presentation, when you are well prepared, it becomes clear to everyone. The careers of many young people are put onto the fast track as a result of their coming to an important meeting after having done all their homework.

Get on Top of Your Subject

Whether it takes you hours or even days, if an upcoming meeting or interaction is important, take the time to get on top of your subject. Be so thoroughly prepared that nothing can faze you. Think through and consider every possibility and every ramification. Often, this effort will do more to generate the respect of others than anything else you can do.

Keep Good Notes

Remember that the power is always on the side of the person who has done the most preparation and has the best notes. Everything counts. Leave nothing to chance. When you do something related to your work or career, take the time to do it right the first time. You are a work in progress.

You are always growing and improving. Your job is to become the very best leader you can be, and you can with regular and persistent practice of these personality powers.

Action Exercises

Here are two things you can do immediately to put these ideas into action.

First, get excited about your goals and your work if you want others to be excited. Express your beliefs and commitment to others at every opportunity.

Second, dedicate yourself to a lifelong process of getting better and better at what you do. Prepare thoroughly for every event. Set an example in everything you do.

(Source: Brian Tracy, one of the world's leading authorities on personal and business success. www.briantracy.com)

"Mind is the Master-power that molds and makes, and Man is Mind, and evermore he takes the Tool of Thought, and shaping what he wills, brings forth a thousand joys, a thousand ills; He thinks in secret and it comes to pass; Environment is but his looking-glass."
—James Allen

WEB SITE PICKS

<http://freecycle.org/>

FreeCycle started as a grassroots idea in Arizona to reduce the items in landfills. It has spread across the country, with almost 700 cities now part of the program.

There are very few rules for FreeCycling. First, everything is free. If you have something that might be of use to someone else, simply post what you have and where you are located. If you need something, do a search in your area for someone offering what you need. Everything from baby cribs to fax machines is up for donation. This is a great outlet for businesses, people who are moving, or for all that stuff you found during spring cleaning. If you are in need of something you can't afford, check here first! FreeCycle away!

THOUGHT DU JOUR

It's All a Matter of Perspective

One day a father of a very wealthy family took his son on a trip to the country with the purpose of showing his son how poor people live. They spent a couple of days and nights on the farm of what would be considered a very poor family.

On their return from their trip, the father asked his son, "How was the trip?" "It was great, Dad." "Did you see how poor people live?" the father asked. "Oh yeah," said the son. "So what did you learn from the trip?" asked the father.

The son answered, "I saw that we have one dog, and they had four. We have a pool that reaches to the middle of our garden, and they have a creek that has no end. We have imported lanterns in our garden, and they have the stars at night. Our patio reaches to the front yard, and they have the whole horizon. We have a small piece of land to live on, and they have fields that go beyond our sight. We have servants who serve us, but they serve others. We buy our food, but they grow theirs. We have walls around our property to protect us, but they have friends to protect them." With this the boy's father was speechless. Then his son added, "Thanks dad for showing me how poor we are."

HUMOR

An elderly woman and her little grandson, whose face was sprinkled with bright freckles, spent the day at the zoo. Lots of children were waiting in line to get their cheeks painted by a local artist who was decorating them with tiger paws. "You've got so many freckles, there's no place to paint!" a girl in the line said to the boy. Embarrassed, the little boy dropped his

head. His grandmother knelt down next to him. "I love your freckles. When I was a little girl I always wanted freckles," she said, while tracing her finger across the child's cheek. "Freckles are beautiful!" The boy looked up and asked, "really?" "Of course," said the grandmother. "Why, just name me one thing that's prettier than freckles." The little boy thought for a moment, peered intensely into his grandma's face, and softly whispered, "wrinkles."

A mother was telling her little girl what her own childhood was like. "We used to skate outside on a pond. I had a swing made from a tire; it hung from a tree in our front yard. We rode our pony. We picked wild raspberries in the woods." The little girl was wide-eyed, taking this in. At last she said, "I sure wish I'd gotten to know you sooner!"

My grandson was visiting one day when he asked, "Grandma, do you know how you and God are alike?" I mentally polished my halo while I asked, "No, how are we alike?" "You're both old," he replied.

A little girl was diligently pounding away on her father's word processor. She told him she was writing a story. "What's it about?" he asked. "I don't know," she replied. "I can't read."

I didn't know if my granddaughter had learned her colors yet, so I decided to test her. I would point out something and ask what color it was. She would tell me, and always she was correct. But it was fun for me, so I continued. At last she headed for the door, saying sagely, "Grandma, I think you should try to figure out some of these yourself!"

A Sunday school class was studying the Ten Commandments. They were ready to discuss the last one. The teacher asked if anyone could tell her what it was. Susie raised her hand, stood tall, and quoted, "Thou shall not take the covers off thy neighbor's wife."

Our 5-year-old son Mark couldn't wait to tell his father about the movie we had watched on television, *20,000 Leagues Under the Sea*. The scenes with the submarine and the giant octopus had kept him wide-eyed. In the middle of the telling, my husband interrupted Mark, "What caused the submarine to sink?" With a look of incredulity Mark replied, "Dad, it was the 20,000 leaks!"

When my grandson Billy and I entered our vacation cabin, we kept the lights off until

we were inside to keep from attracting pesky insects. Still, a few fireflies followed us in. Noticing them before I did, Billy whispered, "It's no use, Grandpa. The mosquitoes are coming after us with flashlights."

When my grandson asked me how old I was, I teasingly replied, "I'm not sure." "Look in your underwear, Grandma," he advised. "Mine says I'm 4."

"Don't let minor setbacks cloud your vision of the future. Be like Captain James Cook, the famous English explorer. He faced monumental obstacles, but he kept sailing on. Said the captain, 'I had ambition not only to go farther than any man had ever been before, but as far as it was possible for a man to go.'"

—Neil Eskelin

WORDS OF WISDOM

Silence Is Golden

Speech needs company; silence needs solitude.

Speech wants to conquer others; silence helps conquer oneself.

Speech makes friends or foes; silence befriends all.

Speech demands respect; silence commands it.

Speech is Earth-bound; silence is heaven-bound.

Speech educates; silence exalts.

Speech is subjective; silence objective.

Speech has regrets; silence none.

Speech has limitations; silence is boundless.

Speech needs effort; silence a lot more.

Speech is human; silence is divine.

While speaking, you are heard by creatures; in silence, you hear the Creator.

Silence leads to a stillness of the mind, then to introspection, then to self-cleansing, and finally to liberation.

— Prema Pandurang

TIPS FOR THE HOME

Five Ways To Use Borax in the Home

Borax has a pH of around 9, which is higher than baking soda (which is 8.1; 7 is neutral). It is a good deodorizer and mold inhibitor, as well as a successful way to kill cockroaches, fleas, and other insects.

Ways to use borax include the following:

1. **Toilet Bowl Cleaner**—Pour 1 cup of borax into the toilet bowl at night before you go to sleep. The next morning, clean out the toilet bowl with a brush. You will find the job effortless because the borax has loosened all the grime buildup. Note that this method of toilet cleaning works very well for rust rings.
2. **Flea Killer**—Sprinkle borax on dog beds, carpets, and other areas where you suspect that fleas are hatching. Borax releases boric acid, which is a poison (very high doses would need to be ingested to harm a pet or human).
3. **Mold Inhibitor**—This method of inhibiting mold is very good to use on areas where mold and mildew grow but where you don't need to worry about paint being damaged. Make a thick borax and water paste. Smear it on the moldy area. Let set until dry (overnight or longer). Sweep up the powder and rinse off the rest.
4. **Mice Deterrent**—Sprinkle borax on the floor along the walls (where mice like to run). They don't like getting the borax on their feet, so they are less likely to return to that area of the house.
5. **All-Purpose Cleanser**—Put 2 teaspoons of borax in a spray bottle with 2 cups of very hot water. Shake to blend.

Heavy-Duty Fabric Softener Sheet

Instead of buying fabric softener sheets for the dryer, use an old cloth. Put the cloth in liquid fabric softener in a bowl and let it soak for about 30 minutes. Remove it and wring it out back into the bowl of fabric softener. Return the leftover liquid to the bottle for another use. Hang the cloth somewhere to dry, and you have a homemade fabric softener sheet. One "sheet" will last through about 45 to 50 loads of clothes.

(Source: Printed from www.care2.com. By Annie B. Bond, author of *Better Basics for the Home*.)

"You are always a valuable, worthwhile human being—not because anybody says so, not because you're successful, not because you make a lot of money—but because you decide to believe it and for no other reason."

—Wayne Dyer, American Psychotherapist, Author, Lecturer

FOOD FOR THOUGHT

Turning Stress into Success

1. **Accept the Unchangeable**—Everything that has happened in your life to this minute is unchangeable. It's history. The

greatest waste of energy is in looking back at missed opportunities, lamenting past events, grudge collecting, harboring ill will, and any vengeful thinking.

Success is the only acceptable form of revenge. By forgiving your trespassers, you become free to concentrate on going forward with your life and succeeding in spite of your detractors. You will live a rewarding and fulfilling life.

Your enemies, on the other hand, will forever wonder how you went on to become so successful without them and in the shadow of their doubts.

Action Idea—Write down on a sheet of paper things that happened in the past that bother you. Now crumple the paper into a ball and throw it in the trash. This symbolizes letting go of past misfortunes.

2. **Change the Changeable**—What you can change is your reaction to what others say and do. And you can control your own thoughts and actions by dwelling on desired results instead of the penalties of failure. The only real control you have in life is that of your immediate thoughts and actions.

Since most of what we do is a reflex, subconscious habit, it is wise not to act on emotional impulse. In personal relations, it is better to wait a moment until reason has the opportunity to compete with your emotions.

Action Idea—Write down in your diary one thing you will do tomorrow to help you relax more during and after a stressful day.

3. **Avoid the Unacceptable**—Go out of your way to get out of the way of potentially dangerous behaviors and environments. When people tailgate you on the freeway, change lanes. If they follow you at night, drive to a well-lit public place.

When there are loud, obnoxious people next to you at a restaurant or club, change tables or locations. Also, be cautious of personal relationships developed via the Internet. With the massive number of individuals surfing the Net, the number of predators increases in like proportion. Always be on the alert for potentially dangerous situations involving your health, personal safety, financial speculation, and emotional relationships.

Action Idea—Write down one unacceptable behavior you have or allow others to do to you that you will avoid starting tomorrow. Examples: The way you drive, being around negative people, walking down dark streets alone late at night, etc.

(Source: Denis Waitley, keynote speaker and productivity consultant. www.waitley.com)

HEALTH

Check Your Child's Backpack

Eighty percent of children complaining of back pain wear backpacks for school purposes. So parents should routinely check their children's backpacks for weight to be sure the backpack does not exceed 20 percent of the child's weight.

Some studies even indicate that 10 percent should be the limit to avoid changes in trunk posture and respiratory function. Carrying a load that weighs 20 percent of body mass causes an increase in trunk inclination angle and is associated with a more rapid breathing frequency. (These conclusions were reached after research with 10-year-olds.)

The best backpack appears to be one that is designed specifically for school use and has two major compartments, substantial back padding, and side compression straps. This backpack is the least physically demanding and allows the greatest balance. So function and fit become more important than style and image.

Children who experience back pain are at increased risk of having back pain as adults. Ninety-six percent of parents never check their child's backpack weight.

(Sources: *Journal of Orthopedic Pediatrics* 2003; 23 (4): 437–9; *European Journal of Applied Physiology* 2003, May 29 issue; *Applied Ergonomics* 2003; 34 (3): 257–64; *Clinical Orthopedics* 2003; (409): 78–84; *Archives of Diseases of Childhood* 2003; 88 (1): 18–9. Excerpted by Betty Kamen, Ph.D., and Michael Rosenbaum, M.D. at <http://www.bettykamen.com>)

"Don't ever take a fence down until you know why it was put up."
—Robert Frost

FUN FACTS

Expressions Originating in the 1700s

There were no cameras in this time period. One's image was either sculpted or painted. Prices charged by painters were not based on how many people were to be painted, but by how many limbs were to be painted. Arms and legs are "limbs," therefore painting them would cost the buyer more. Hence the expression, "It'll cost you an arm and a leg."

As incredible as it sounds, men and women took baths only twice a year (in May and October). Women kept their hair covered, while men shaved their heads (because of lice and bugs) and wore wigs. Wealthy men could afford good wigs made from wool. The wigs couldn't be washed, so to clean

them they would carve out a loaf of bread, put the wig in the shell, and bake it for 30 minutes. The heat would make the wig big and fluffy, hence the term “big wig.” Today we often use this term because someone appears to be or is powerful and wealthy.

In the late 1700s, many houses consisted of a large room with only one chair. Commonly, a long, wide board was folded down from the wall and used for dining. The head of the household always sat in the chair while everyone else ate sitting on the floor. Once in a while, a guest (who was almost always a man) would be invited to sit in this chair during a meal. To sit in the chair meant you were important and in charge. Sitting in the chair, one was called the “chair man.” Today in business we use the expression or title chairman or chair-man of the board.”

Needless to say, personal hygiene left much room for improvement. As a result, many women and men had developed acne scars by adulthood. The women would spread bee’s wax over their facial skin to smooth out their complexions. When they were speaking to each other, if a woman began to stare at another woman’s face she was told, “mind your own bee’s wax.” Should the woman smile, the wax would crack, hence the term “crack a smile.” Also, when they sat too close to the fire, the wax would melt, and therefore the expression “losing face” came to be.

Ladies wore corsets that were laced up in the front. A tightly tied lace was worn by a proper and dignified lady as in “straight-laced.”

Common entertainment included playing cards. However, there was a tax levied when purchasing playing cards, but it was only applicable to the ace of spades. To avoid paying the tax, people would purchase 51 cards instead. Yet, since most games require 52 cards, these people were thought to be stupid or dumb because they weren’t “playing with a full deck of cards.”

Early politicians required feedback from the public to determine what was considered important to the people. Since there were no telephones, TVs, or radios, the politicians sent their assistants to local taverns, pubs, and bars. They were told to “go sip some ale” and listen to people’s conversations and political concerns. Many assistants were dispatched at different times. “You go

sip here, and you go sip there.” The two words “go sip” were eventually combined when referring to the local opinion, and thus we have the term “gossip.”

At local taverns, pubs, and bars people drank from pint- and quart-sized containers. A bar maid’s job was to keep an eye on the customers and keep the drinks coming. She had to pay close attention and remember who was drinking in pints and who was drinking in quarts, hence the term “minding your Ps and Qs.”

FINANCES

Photocopy the Contents of Your Wallet!

Photocopy both sides of your driver’s license, credit cards, and other cards that you carry in your wallet or purse. Keep the photocopies in a safe, easily accessible place.

There are numerous horror stories about fraud that’s committed using a person’s name, address, social security number, etc. It’s important to cancel your credit cards immediately after realizing they are missing, but the key is having the toll-free phone numbers and the card numbers handy so you know who to call. Keep these copies in a place where you can find them easily.

File a police report immediately in the jurisdiction where the cards were stolen. This proves to credit providers that you were diligent. This is also the first step toward an investigation (if there ever is one).

But most importantly, call the three national credit reporting organizations and the Social Security Administration immediately to place a fraud alert on your name and social security number.

The alert means that any company checking your credit knows your information was stolen and that they must contact you by phone to authorize new credit.

The numbers are as follows:

- Social Security Administration (fraud line): 1-800-269-0271
- Equifax: 1-800-525-6285
- Experian (formerly TRW): 1-888-397-3742
- Trans Union: 1-800-680-7289

(Source: Sent by a corporate attorney to company employees.)

Questions/Comments to:

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An online version of this newsletter may be found at http://www.hq.nasa.gov/office/codec/cc/navig_08_04.pdf

